



City of Torrance

PROMOTIONAL OPPORTUNITY

Police Sergeant (Job Code 140117312)

Pay Range: \$8501- \$8840-\$8926-\$9373 per month

Benefits: Please refer to the Torrance Police Officers Association Memorandum of Understanding:
<http://www.torranceca.gov/10032.htm>.

Position Overview

Under work assignment supervision, supervises Police Officers and other personnel; responds to public queries and complaints; and does related work as required.

For a detailed job description, please visit <http://www.torranceca.gov/7349.htm>.

Candidate Qualifications

Experience: Four years as a Police Officer. At least three years of the required experience must have been completed on the Torrance Police Department at final filing for the promotional examination.

Education: Sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science or closely related field **AND** possession of a POST Intermediate Certificate ***(Please include on application under "license, certificate or credential" the POST intermediate certificate and certificate number. Applications without this information will be rejected as incomplete).***

Application and Selection Process

Interested candidates are required to submit a City Application **AND** structured resume to be considered for the examination. The application filing period opens **Friday February 14, 2014, 7:30 a.m. and closes Friday February 28, 2014, 5:30 p.m.** The application must be submitted **on line only** and is accessible at <http://www.torranceca.gov/3839.htm> or through the Human Resources home page. Qualified candidates will be invited to participate in the examination process. The examination will consist of: **Written Exam 30%, Internal Oral 40%, External Oral 30%**

A resume prepared to the format which is specified on the Supplemental Information Sheet is required for the Internal Oral Board. Candidates may submit a different resume for the External Oral Panel however it is strongly recommended that the same resume be used for both panels. Candidates may submit hard copy resumes directly to the Human Resources Department or email to jobinfo@TorranceCA.Gov prior to the filing deadline of **February 28, 2014**.

The Internal Oral Board will consist of members of the Torrance Police Department from the ranks of Captain and Lieutenant.

The External Oral Panel will be comprised of raters from agencies similar to Torrance and may include one panelist from the community.

Test Dates: The tentative examination schedule is attached on the Supplemental Information Sheet.

Special Notes

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date, February 28, 2014.

The eligibility list for this examination has been ordered for a one year period. A valid California class C driver's license is required.

Candidates may call (310) 618-2970 with application or testing questions.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

**CITY OF TORRANCE
2014 POLICE SERGEANT
EXAMINATION SCHEDULE
SUPPLEMENTAL INFORMATION SHEET**

Following are the significant dates which are **tentatively** scheduled for the examination process:

February 14-February 28, 2014	Filing Period
March 20, 2014	Written Examination
March 20-March 28, 2014	Review/Protest Period
April 9, 2014	Protest Committee Meets
April 29, 2014	Internal Oral Board
April 29, 2014	External Oral Board

CITY OF TORRANCE
2014 POLICE SERGEANT EXAMINATION
SUPPLEMENTAL INFORMATION SHEET
(CONTINUED)

RESUME INSTRUCTIONS

Copies of all resumes will be made by Human Resources and will be supplied to each member of the interview panels. To insure your resume copies properly, it **must** be submitted printed unbound on 8 1/2" x 11" white paper, printed on one side only OR submitted electronically formatted for printing on 8 1/2" x 11" paper one side only. If you choose to offer a different format for the External Panel, then the copies you submit must be clearly labeled as to which panel they are intended for. Resumes submitted which are not in conformance with these instructions will not be forwarded to the panels.

Resumes may be submitted by email to jobinfo@TorranceCA.Gov or hardcopy to Human Resources by the filing deadline February 28, 2014.

FORMAT FOR THE INTERNAL PANEL RESUME

EDUCATION AND TRAINING

Include your formal education and significant management training which relates to the position of Sergeant. **Please include your POST Intermediate certificate information.**

EXPERIENCE

Provide a chronology of your work experience both with the Torrance Police Department and outside the Department. List your Department experience by specific assignment.

ORGANIZATIONS AND OUTSIDE ACTIVITIES

List all organizational memberships of a professional or civic nature. Note any leadership positions you have held.

NOTEWORTHY ACHIEVEMENTS

List any major accomplishments related to police work of which you feel particularly proud.